



Job Title: Assistant Director, Data and Administrative Systems **Exemption Status/Test:** Exempt

Reports to: Director of Data and Administrative Systems **Date Revised:** October 2020

Dept. /School: Technology and Information Systems

Primary Purpose:

To plan and develop activities related to the integration of software programs and applications into the Student Information System and district databases. Provide troubleshooting and application analysis for user support. Serve as liaison among business process and systems changes related to document digitization and document-driven business processes.

Qualifications:

Education/Certification:

Bachelor's Degree
Master's Degree, preferred

Experience:

Experience with SIS as well as the associated internal and external tools
Experience with large systems integrations
Working knowledge of database query logic (SQL)
Working knowledge of database reporting tools (Crystal Reports)
Working with diverse teams to achieve common goals
Experience with development and reporting functions for large organization databases, public school district organizations, preferred
Minimum two (2) years with business process implementation experience, required
Minimum three (3) years of experience preparing business analysis artifacts such as Business Requirements Documents (BRD), Software Requirements Specifications (SRS), Use Case Specifications, or similar requirements documents, preferred

Special Knowledge/Skills:

Knowledge and experience in the Texas K-12 Public Education System
Demonstrated ability to facilitate and conduct business process reviews and fit/gap analyses
Experience with gathering requirements and working with technical staff to develop technical designs
Experience with ECM, Document Management, Records Management, Business Process Applications, and/or Collaborations solutions with demonstrable experience of business case preparation and solution implementation
Extensive knowledge about student information system components, including teacher gradebook, grading and reporting, scheduling, etc.
Ability to manage student information systems (SIS) and Applications
Ability to provide technical support for paraprofessional and professional staff using the student information system components
Strong communications and interpersonal skills
Experience with SQL preferred
Experience with developing and scripting a plus

Major Responsibilities and Duties:

Enterprise Content Management

1. Work closely with District stakeholders to streamline business processes and solve operational issues through the use of ECM Workflow technology and process redesign.
2. Ongoing identification and prioritization of business processes as project candidates for digital transformation.
3. Gather, analyze, understand, document, and communicate requirements across cross-functional project teams.
4. Create and maintain documentation including functional and technical design specifications.
5. Participate in the design, build and implementation of Document Management solutions to address business requirements and bridge the gap between “business problems” and “technology solutions”.

System Configuration

6. Establish timelines and delegate tasks to process End of Year and establish all campus and district configurations for each new school year.
7. Manage SIS vendor addendums and releases by assigning staff to test and report in alternate environments before scheduling the upgrade in the production system with the external hosting vendor.
8. Manage configuration changes and reporting needed throughout the school year, specifically related to choice of school and next year school assignments.

Data Integrations (Imports and Exports)

9. Organize and delegate responsibilities for each integration by developing specifications, timeline, workflow, and ongoing reporting.
10. Build and maintain schedule of import/export routines to balance the impact on the district queue.

Special Development or Reporting Projects

11. Partner with other department staff to develop needs assessment for projects in specific areas.
12. Establish timelines and delegate tasks so that project results can be documented in a timely manner.

Policy, Reports, and Law

13. Implement the policies established by federal and state law, State Board of Education rule, and local board policy in the area of information management and technology.
14. Compile, maintain, and file all physical and computerized reports, records, and other documents required.

Personnel Management

15. Develop training options and improvement plans for technical analyst staff to ensure exemplary operations in the student information system areas.
16. Train and supervise personnel and make sound recommendations relative to personnel placement, transfer, retention, and dismissal.

Other

17. Attend professional growth activities to keep abreast of innovations in student information systems and the related components, System Configurations.

Supervisory Responsibilities

ECM Technical Analysts
Data and Administrative Systems Technical Analysts

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Infrequent district-wide travel and occasional statewide travel; occasional prolonged and irregular hours

Mental Demands: The employee will work in an administrative office environment, which may be fast paced and high pressure, with multiple campuses assigned. Able to work with frequent interruptions, maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.